PUBLIC WORKS PERMIT APPLICATION CHECKLIST

City of Airway Heights
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WHAT IS THIS

The purpose of this checklist is to guide you through the process of obtaining a public works permit related to development. Information contained below is not intended to be a comprehensive list of information required for obtaining your permit as requirements for specific site development may vary. It is intended to give you a general outline of the permitting process.

New site development in the City of Airway Heights must conform to all adopted city, state, and federal codes, including but not limited to Public Works Standards, Washington State Department of Transportation Standards/Plans (WSDOT), Manual on Uniform Traffic Control Devices (MUTCD), American Association of State Highway and Transportation Officials (AASHTO), American Water Works Association (AWWA), City Municipal Code, and other standards, specifications, and/or regulations, as adopted.

PERMIT PROCESS

Prior to accepting a formal application, applicants must attend a Technical Review Committee Pre-Application meeting. The purpose of this meeting is to review and discuss the proposal and gather input from staff on various requirements and/or approvals needed for your project to be a success. Information from that meeting should be incorporated into the overall design and construction of the project.

Following attendance at the pre-application meeting and submittal of a complete application, staff will distribute the application for review and compliance with adopted city standards. The applicant will be notified of any additional information required for the project. Upon formal approval and issuance of the Public Works permit, a pre-construction meeting may be scheduled to review approved plans and any permit conditions.

Upon completion of the project, in which all necessary inspections have been completed, necessary fees paid, all permits/approvals have been given, and all applicable bonds have been posted, final approval of the project may be given.

WHAT INFORMATION IS NEEDED

Should any of the following information not be provided, the application may be determined incomplete and not be accepted. A complete application includes:

- ☐ A completed *Public Works Permit* application
- ☐ Signed *Agreement to Pay Fees* Form
- ☐ Signed *Landowner Consent* Form (if applicant is not property owner)
- ☐ Civil plans (for minimum requirements see following checklist)
- ☐ Payment of appropriate fees
- ☐ SEPA Checklist (if applicable)

HOW MUCH WILL IT COST

Fees for Public Works permits are adopted by City resolution. Please contact the Public Works Department for information on fees associated with water, sewer and streets permits.

WILL I NEED OTHER PERMITS/APPROVALS

Additional permits and/or approvals may be required prior to the issuance of a Public Works permit. This may include land use approvals such as a conditional use permit, variance, or administrative exception, building permits for any structures to be sited on the property, demolition permits or other permits/approvals as identified during the pre-application process.

WILL MY APPLICATION OR PERMIT EXPIRE

The application for a permit shall be deemed abandoned 180 days after the date of filing, unless such application has been pursued in good faith or permit(s) have been issued. The Public Works Director is authorized to grant an extension, the extension shall be requested in writing and justifiable cause demonstrated. Permits will expire if work has not commenced within 180 days after issuance or if work has been abandoned for more than 180 days or a written request for extension has not been approved.

ADDITIONAL INFORMATION

For additional information please contact the City of Airway Heights at the following numbers:

Building Department ..... (509) 244-5514
Planning Department ..... (509) 244-2552
Public Works Department ..... (509) 244-5429

NOTE:
All plans and specifications to be prepared by and Engineer licensed in the State of Washington unless specifically authorized by the Public Works Director. All projects shall be designed in accordance with City of Airway Heights Public Works Standards and any additional standards and specifications as adopted.

Req	Sub	
☐	☐	**A. COVER SHEET**

1. Vicinity Map (showing the general location of the project).
2. Section/Township/Range.
3. Tax Parcel Number(s).
4. Legal description.
5. Project Name
6. Schedule of Drawings, Page/Total Page Designation
7. Scale, NAVD88 Datum
8. Issue and revision block
9. Engineer Information (name, address, contact number)
10. Owner Information (name, address, contact number)

☐ ☐ **B. CIVIL SYMBOLS AND ABBREVIATIONS**

☐ ☐ **C. GENERAL CONSTRUCTION NOTES**

☐ ☐ **D. SITE PLAN**

1. Scale and north arrow. Maximum scale of 1″= 50′ (preferred scale: 1″= 20′)
2. Vicinity map, actual dimensions of the parcel, adjacent street name(s), locations of easements and rights-of-way, driveways within 300 feet of site and parcel square footage.
3. Location of city limit lines (if applicable).
4. Indicate buildings located on adjacent parcels and distances to property lines.
5. Actual structural footprint for existing and proposed structures on parcel, distances to property lines, distances to other structures on parcel, and structure type (use and square footage).
6. Identify all structures to be demolished (separate demolition sheet if applicable)
7. Show height calculations for proposed structures.
8. Show location of utilities (water, sewer, telephone, cable, gas, power).
9. Site contours and drainage (existing in dashed lines and new in solid lines).
10. Location and widths of driveway approaches, street frontage improvements (curbing, sidewalks).
11. Indicate all open space areas and amenity features (trails, etc.).
12. Location of sight obscured refuse disposal area.

☐ ☐ **E. UTILITIES PLAN**

1. Size and location of existing sewer and water mains and size and location of proposed service lines to building.
   a. Station and number at each manhole/catch basin.
   b. Manhole/catch basin type and size.
   c. Manhole/catch basin rim elevation.
   d. Flow direction with arrow on pipe/channel.
   e. Type and size of pipe.
   f. Length of pipe in lineal feet.
2. Show proposed storm drainage structures, outlets and direction of flow.
3. Show the location of all utilities (water, sewer, telephone, cable, power).
4. Proposed transformer or meter location. Transformer must be accessible to utility vehicles.
5. Identify all utility easements with labeled dimensions.

☐ ☐ **F. GEOTECHNICAL EVALUATION/SOILS REPORT**

1. Provide a geotechnical evaluation/soils report that is prepared, stamped and signed by a Washington State Licensed Engineering Geologist or Geotechnical Engineer.
2. The geotechnical report shall include test pits and percolation testing at the proposed swale locations.

☐ ☐ **G. STORMWATER/DRAINAGE PLAN**

1. Stormwater drainage calculations (prepared, stamped and signed by a Washington State Licensed Engineering Geologist or Geotechnical Engineer.)
   a. In the calculations the actual percolation rate shall be divided by a safety factor of 2.5.
   b. The facilities shall be designed to accommodate the 25-year storm event.
2. Unit area (including off-site contributing areas).
3. Locations of test pits and infiltration tests.
4. Percentage of impervious surfaces.
5. Average slope.
6. Conveyance date, identifier (for reference to model output), length, slope, inverts.

7. Overland flow paths and distances.
8. Spot water surface elevations, discharges and velocities for the design event.
9. Swale layout & drywell location.
10. Roof plan & slope.
11. Containment design.
12. Pipe sizing and materials.
13. Surfacing type and location.

☐ ☐ **H. STREET FRONTAGE IMPROVEMENTS**

1. Show curb and gutter including areas of installation denoting type. Include detail of curb and gutter(s).
2. Show location and width of sidewalk, ADA accessible ramps, and street signage. Provide details on any signage to be installed.
3. Show street lighting system and details to each particular lighting standard.
4. Show location of landscaping and irrigation system along street frontage.
5. Include location and area of street widening (if applicable).
6. Show location of street stormwater drainage including typical details of curb and gutter inlets or cutouts.

☐ ☐ **I. PARKING PLAN**

1. Number of parking spaces provided and number required.
2. Show location, dimensions, and signage for required ADA accessible parking.
3. Dimensions of parking spaces and aisles.
4. Loading spaces, if required.
5. External street connectivity. Show ingress and egress points to streets or other property.
6. Total impervious surface area (including gravel parking lots).
7. Location, size and number of dumpster pads.
8. Location and dimensions of fire lanes.

☐ ☐ **J. LANDSCAPE/IRRIGATION PLAN**

1. Property lines, streets, alleys and easements, parking layout, circulation, driveway location, parking stalls, accessible parking, path of travel and striping.
2. Type, size, and location of existing and proposed vegetation and/or fencing. Include a plant legend with common and botanical names.
3. Coverage, materials used, and schematic of irrigation system including meter size and backflow prevention device information.
4. Identify perimeter and street yards.
5. Location and design of sidewalks or alternative non-vehicular circulation and proposed connections to existing sidewalks or trails.
6. Curbs where paving abuts landscaping, detail wheel stops and interior parking lot landscaping.
7. Location of exterior lighting.

☐ ☐ **K. TEMPORARY EROSION AND SEDIMENT CONTROL PLAN**

1. Erosion Control Notes.
2. Construction entrance detail and location.
3. Silt fences and traps detail and location(s).
4. Mulching and vegetation plan identifying areas.
5. Clearing and grading limits identified.
6. Existing and finished grade identified.
7. Temporary sediment pond detail and location(s).

☐ ☐ **L. TRAFFIC CONTROL PLAN** (if applicable)

☐ ☐ **M. PROPOSED SIGNAGE**

1. Size, location, and height.
2. Structural details and methods of attachment.
3. Media/graphic material to be displayed on sign.

☐ ☐ **N. TRAFFIC STUDY**

1. Trip Generation Letter
2. Traffic Impact Analysis (if applicable)

☐ ☐ **O. LEGAL DOCUMENTS**

1. No Protest Agreement – Utility/Street Improvements
2. Easement Agreement(s)
3. Rights-of-Way Dedication(s)
   a. Real Estate Excise Tax Affidavit
4. System Transfer Agreement
5. Latecomers Agreement

☐ ☐ **P. MAINTENANCE PLAN**

1. Required type and frequency of long-term maintenance.
2. Identification of responsible maintenance organization.
3. Frequency of sediment removal.
4. Cleaning of catch basins.
5. Vegetation control.
6. Annual cost estimate of maintenance.
7. Construction inspection report.

☐ ☐ **Q. SEPA CHECKLIST** (if applicable)